

# TOWN OF EAST HARTFORD LAND-USE GROUP MEETING GUIDE



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## WHAT IS A LAND-USE GROUP MEETING?

A Land-Use Group meeting is an opportunity for a business owner who is considering a relocation or expansion of a business here in East Hartford to learn about important issues and possible permit requirements related to the proposed business and its location.

The meeting is meant to analyze the feasibility of a project, so that the business owner gets an understanding of the effort involved in project execution. It is not set up to finalize code requirements or engineering details, or to replace final applications or approvals from the departments in attendance.

## WHO ATTENDS THIS MEETING?

Representatives from the following departments attend the Land-Use Group meeting:

- Development Department
- Engineering Department
- Inspections and Permits Department
- Health Department
- Fire Marshal's Department
- Police Department

## WHY SHOULD I ATTEND?

We have found that working from a very early stage with business owners saves them time, money, and frustration, since it is easier to plan a project in a way that addresses regulations and concerns beforehand, than to change existing plans later in the process.

Also, applicants often appreciate receiving this preliminary information and advice regarding regulations, permits, and fees without being transferred from department to department.

## HOW DO I APPLY?

If you are interested in scheduling a Land-Use Group Meeting designed especially for your business, please submit the following information to Aya Beckles in the Development Dept. (740 Main St, East Hartford, CT 06108; Tel: 860-291-7299):

- **Floor Plan** – eight copies
- **Written Narrative/Business Plan** – eight copies
- **Plot Plan/Site Plan** – eight copies to scale, showing the building and available parking